

Second Baptist Church Constitution & Bylaws

**Adopted by Church Vote
March 15, 2023**

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Section 1: CONSTITUTION

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each church member and the freedom of action of this body in its relation to other churches.

CHURCH NAME

This body shall be known as the Second Baptist Church (SBC), located at 1709 Barrow Road, Little Rock, Arkansas 72204.

MISSION

- To be a dynamic, spiritual organism empowered by the Holy Spirit to share Christ with the church, community, and throughout the world.
- To worship and fellowship, experience the awareness of God, recognize His person, and respond in obedience to His leadership.
- To experience an increasingly meaningful fellowship with God and fellow believers. To help people experience a growing knowledge of God.
- To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

STATEMENT OF FAITH

The Holy Bible is the inspired word of God and is the basis for our statement of faith. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation with mankind.

Section 2: ORDINANCES

Baptism

A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who commits to follow Christ as Lord, shall be received by Baptism.

- Baptism shall be by immersion in water.
- The Senior Pastor, Deacons, or any ordained minister shall conduct baptism.
- The Deacons may assist in the preparation for and observance of baptism.
- Baptism shall be administered as an act of worship during any worship service.
- The Pastoral staff and Deacons shall counsel a person professing Christ and failing to be baptized after a period of one year. If no interest is ascertained that person will be deleted from the list of those awaiting baptism.

The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- The Lord's Supper shall be observed the first Sunday of each month.
- The Lord's Supper shall be observed during any specified worship.
- The Senior Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
- The Deacons may be responsible for the physical preparations of the Lord's Supper.

Section 3: ARTICLES OF FAITH

The Articles of Faith are adopted by Baptist churches at the time of organization.

The Scriptures

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

The True God

We believe the Scriptures teach that there is one and only one, living and true God, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of Heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons: the Father, the Son, and the Holy Ghost, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

The Fall of Man

We believe the Scriptures teach that man was created in holiness, under the law of his Maker, but by voluntary transgression, fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

The Way of Salvation

We believe that the Scriptures teach that the salvation of sinners is wholly of grace; through the mediatory offices of the Son of God; who by the appointment of the Father, freely took upon Him our nature, yet without sin; honored the divine law by His personal obedience, and by His death made a full atonement for our sins; that having risen from the dead, He is now enthroned in heaven; and uniting in His wonderful person the tenderness sympathies with divine perfections; He is in every way qualified to be a suitable, compassionate, and all-sufficient Savior.

Justification

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; and is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith His perfect righteousness is freely imputed to us of God; that it brings

us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

The Freeness of Salvation

We believe that the Scriptures teach that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own determined depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

Regeneration

We believe that the Scriptures teach that in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind that it is affected in a manner above our comprehension by the power of the Holy Spirit in connection with divine truths, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance and faith, and newness of life.

Repentance And Faith

We believe that the Scriptures teach that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness and the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our prophet, priest, and king, and relying on Him alone as the only and all sufficient Savior.

God's Purpose of Grace

We believe the Scriptures teach that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies and saves sinners; that being perfectly consistent with the free will of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who truly believe that Gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence.

Sanctification

We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of His holiness; that it is a progressive work; that it begins in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means especially the Word of God, self-examination, self-denial, watchfulness, and prayer.

Perseverance Of Saints

We believe the Scriptures teach that such only are real believers as endure to the end; that their persevering attachment to Christ is the grand mark, which distinguishes them from superficial professors; that a special Providence watches over their welfare and they are kept by the power of God through faith unto salvation.

The Law and Gospel

We believe the Scriptures teach that the Law of God is the eternal and unchangeable rule of his moral government; that it is holy, just and good, and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arise entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and of the Means of Grace connected with the establishment of the visible church.

The Gospel Church

We believe the Scriptures teach that a visible church of Christ is a congregation of baptized believers, associated by covenants in the faith and fellowship of the Gospel; observing the ordinances of Christ, governed by his laws, and exercising the gifts, rights, and privileges invested in them by His Word; that its only scriptural officers are Bishops or Pastors, and Deacons whose qualifications, claims and duties are defined in the Epistles to Timothy and Titus.

Baptism and The Lord's Supper

We believe the Scriptures teach that Christian baptism is the immersion in water of a believer, in the name of the Father, and Son, and Holy Ghost; to show forth in a solemn and beautiful emblem our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life that is prerequisite to the privileges of a church relation and to the Lord's Supper, in which the members of the church, by the sacred use of bread and wine, are to commemorate together the dying love of Christ; preceded always by solemn self-examination.

The Christian Sabbath

We believe the Scriptures teach that the first day of the week is the Lord's Day, or Christian Sabbath, and is to be kept sacred to religious purpose, by abstaining from all secular labor and sinful recreations, by the devout observance of all the means of grace, both private and public, and by preparation for the rest that remains for the people of God.

Civil Government

We believe the Scriptures teach that civil government is of divine appointment for the interest and good order of human society and that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of the Kings of the Earth.

Righteous And Wicked

We believe the Scriptures teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, and truly righteous in His esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse; and this distinction hold among men both in and after death.

Section 4: STATEMENT OF POSITION ON MARRIAGE & RELATIONSHIPS

Marriage is a biblical institution established by God as clearly described in the following scriptures:

- **Genesis 2:24-** Therefore a man leaves his father and mother and cleaves to his wife, and they become one flesh.
- **Romans. 7:2-** For the woman which hath a husband is bound by the law to her husband so long as he lives; but if the husband be dead, she is loosed from the law of her husband.
- **1 Corinthians. 7:10-** And unto the married I command, yet not I, but the Lord, Let now the wife depart from her husband.
- **Ephesians. 5:22-23-** Wives, be subject to your husbands, as to the Lord. For the husband is the head of the wife as Christ is the head of the church, his body, and is himself its Savior.

Second Baptist Church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, this Church, its pastors, staff, and members will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes. Second Baptist Church reserves the right to identify gender specific restroom facilities.

Relationships

The government of this church is vested in the body of believers who compose it; and is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligation of mutual counsel and cooperation, which are common among Baptist churches.

Section 5: CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love.

To strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to educate religiously our children; to seek the salvation of our kindred and acquaintances.

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportments; to avoid all tattling, backbiting, excessive anger, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in family love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

Humbly confessing our past sins, we pray for grace to keep these, our holy vows, for the sake of Jesus Christ our Lord. Amen.

Section 6: BYLAWS

ARTICLE I

Membership

General

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Candidacy

Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

By profession of faith and baptism according to the policies of this church. By promise of a letter of recommendation from another Christian church. By Christian experience, a person may establish fellowship with this local church. A person who has lost membership may be restored to membership by rededication.

New Member Orientation

New church members must complete new member orientation. After completion of orientation, they will be given the right hand of fellowship, giving them limited rights and privileges of any other member. Voting rights are not allowed until 90 days after the completion of New Members Orientation; see Article 1, Section 4.

Voting Rights of Member

Every member of the church who is at least eighteen (18) years of age and older, has received the right hand of fellowship, and has been a member for at least 90 days is entitled to vote at all elections and on questions submitted to the church in conference, provided the member is present, or provisions made for absentee balloting.

Termination of Membership

Membership shall be terminated in the following ways:

- Death
- Dismissal after joining another church fellowship.
- Exclusion by action of this church for disciplinary reasons, in accordance with the following scripture: **Matthew 18:15-17**
- Removal after the Senior Pastor and Deacons' Ministry exhaust all efforts to retrieve inactive member.

Discipline & Dismissal

In keeping with Christian conduct and the character of this church, the church exercises the right to discipline its members for actions that are unbecoming of a Christian and reflect unfavorably upon the church. Christian conduct includes, sewing discord or deviation from doctrinal teachings.

- After consultation, should a serious condition exist, which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Senior Pastor and the Deacons ministry to resolve the problem as described in God's word (Matthew 18:15-17). A spirit of Christian kindness and forbearance shall pervade all such proceedings. The goal of discipline is to restore the person to the church whenever there is repentance and evidence of spiritual change.
- Any person who has failed to comply with the disciplinary guidelines of the church that have been exercised by the Senior Pastor and the Deacons ministry can be declared out of fellowship.
- Should the member not be receptive to the guidance of the church leadership, the Senior Pastor shall appoint a committee consisting of one minister, one deacon, and three lay members to investigate the allegations and submit a recommendation to the Senior Pastor. Members of the committee shall have no perceived conflict of interest.
- Member Right of Appeal - Should a member disagree with the recommended action; they have the right to appeal before the church body.

ARTICLE II

Roles & Responsibilities of Church Leaders

Senior Pastor, Deacons, Trustees, Interim Pastoral Leadership, Church Staff, and Moderator.

Senior Pastor

The Senior Pastor shall be a leader who meets all of the qualifications described in 1 Timothy 3:1- 7. Failure to adhere to the dictates of 1 Timothy 3: 1-7 (KJV) shall result in disciplinary action as outlined in Article 4, Section 2.

The Senior Pastor is responsible for leading the church as a New Testament church. The Senior Pastor is the leader of Pastoral ministries and shall preside over church meetings. The Senior Pastor shall collaborate with the Deacons Ministry, Board of Trustees, and other ministry leaders and church staff to:

- **Lead the church in the achievement of its mission.**
- **Proclaim the gospel to believers and non-unbelievers.**
- **Care for the church's members and other persons in the community.**

The Senior Pastor shall serve until such time as the relationship is severed. The Senior Pastor shall give at least two (2) weeks' notice of resignation before terminating his responsibilities as Senior Pastor. In the event of the Senior Pastor's long-term absence, a committee made up of the Chairman of the Deacons Ministry, Vice Chairman of the Deacon Ministry, and the chairperson of the Trustee Board may present an Interim Pastor to serve the church.

Board of Trustees

The Board of Trustees shall consist of nine qualified members and report to the Senior Pastor and Second Baptist Church.

Qualification for the Board of Trustees:

Must be a member of Second Baptist Church for at least 6 months, mature in faith and willing to assist the Senior Pastor in serving the congregation of Second Baptist Church.

Functions of the Board of Trustees

- Serves as a fiduciary under the direction of and on behalf of the church body.

Trustees act as directed by the church. If trustees act without church authority, they become personally liable for their actions. At the will of the body, they shall have the power to buy, sell, mortgage, lease or transfer church property. They are the signatories for all legal documentation.

- The Trustees shall maintain an inventory of all church property and documents such as deeds, loans, contracts, etc.
- Develop, disseminate, and update SBC policies.
- Create for approval and manage the SBC budget. Trustees shall manage all funds with sound money management strategy.

No active Trustee shall be employed and/or contracted by Second Baptist Church.

Quorum and Voting of the Board of Trustees

A Quorum is necessary to conduct the business of the Board and requires a majority of the members of the Board of Trustees to be present. A simple majority vote is required for the adoption of any motion.

Meetings of the Board of Trustees

The Trustees shall meet monthly and for any special call meetings of the Board, when necessary or expedient. Meetings shall be called by the Senior Pastor or the Chairperson of the Board. In the absence of the Chairperson, the Vice-Chairperson may call a special meeting when necessary or expedient.

Nomination, Appointment and Affirmation of Trustees

All appointees to the Trustee Board shall come from the Senior Pastor. Nominees for Trustee shall be presented before the congregation for affirmation. The Senior Pastor shall nominate the initial board. In addition, the initial Trustee Board shall begin with staggered terms of one, two, and three years, consisting of three members each.

Term of Trustees

All Affirmed Trustees shall serve in their governing position for up to 12 years. A Trustee may be appointed for two (2), six-year terms. A Trustee may be removed for unfaithfulness or unfitness in service. The initial term will not count towards the 12-year term limit. For Discipline and dismissal procedures, refer to Article I, section 6.

Officers of the Board of Trustees

Chairperson of the Board of Trustees

Chairperson of the Board of Trustees shall be appointed by the Senior Pastor , from the pool of affirmed Trustees. The Chairperson shall preside over all meetings of the Board.

Vice-Chairperson of the Board of Trustees

The Senior Pastor shall appoint the Vice-Chairperson of the Board of Trustees. The Vice-Chair shall preside over the meetings of the Board in the absence of the Chairperson.

Secretary of the Board of Trustees

The Senior Pastor shall appoint the Secretary of the Board of Trustees. The Secretary shall be responsible for preparing and maintaining the written records, resolutions, and minutes of the Board. The Secretary shall preside over meetings of the Board in the absence of the Chairperson and Vice-Chairperson. The Secretary of the Board of Trustees is authorized to sign all deeds, documents, legal contracts, and agreements. The Secretary may coordinate with the Church Clerk.

Treasurer of the Board of Trustees

The Treasurer of the Board of Trustees shall be appointed by the Senior Pastor and shall preside over meetings of the Board and Church in the absence of the Chairperson, Vice-Chairperson, and Secretary. The Treasurer may provide oversight, and support management in all financial matters. The Treasurer shall be responsible for the financial statement and presentation to the Board of Trustees and the congregation. The Treasurer shall be responsible for properly recording, reporting, a signature authority on checks, and safeguarding the church's funds. The Treasurer shall be responsible for accurately accounting for all church income streams. All real estate transactions that involve the purchase, sale, or lease of properties shall require a 7 (seven) day notice to the congregation prior to execution.

Deacons' Ministry

Purpose and Duties of Deacon

Purpose and Duties of Deacon: The purpose of the office of the Deacon is to assist the Senior Pastor in serving the needs of the members of the Church. Deacons function to assist in providing care for the flock and other community persons and assist with leading the Church to achieve its mission.

Qualifications of Deacons

Qualifications of a Deacon shall be in accordance with the guidelines established in **1 Timothy 3:1- 7** and **Titus 1:5-9** A Deacon must have a reputation which is above reproach, be the husband of one wife, temperate, prudent, respectable, hospitable, and able to teach, not be addicted to strong drink, not quick tempered, and not be contentious. A Deacon must be free from the love of money, a good manager of his household, a lover of what is good, a just and devout man, and he must not be a new convert to the Faith.

The Senior Pastor, as deemed necessary, shall present to the church men who meet the qualifications of a Deacon as prescribed in scripture Acts 6:3-8 and 1 Timothy 3. Upon the church's approval, these men shall be placed in training. After extensive training, the Senior Pastor shall ordain these persons for the full work of the ministry. There is no obligation to constitute as an active Deacon a person who comes to the church from another church where he has served as a deacon.

Deacon Selection and Terms

Members selected and affirmed by the Church shall serve permanently. However, should the time ever come when a deacon falls out of fellowship with the Church, loses interest in the work of the Church, or whose conduct becomes such as to bring reproach upon the Church, the Deacon is expected to resign voluntarily. However, if the Deacon does not resign, the Senior Pastor may ask for his resignation, or the Deacon's ministry can ask for a resignation by majority vote. See Article I, Section 6 for Discipline and Dismissal.

Deacon Emeritus

Should an ordained Deacon, in good standing with the church, become unable to perform his duties as a Deacon may be moved to Emeritus status by the recommendation of the Chairman, Vice Chairman, and Secretary of the Deacon's Ministry and affirmed by the Senior Pastor.

Deacon Leadership

It shall be the duty of the Deacon's Ministry leader to oversee the purpose and efforts of the Deacon's ministry as biblically prescribed. The Deacon's Ministry leader shall be appointed by the Senior Pastor and serve no more than three (3) years. The Deacon's Ministry leader shall appoint a Vice Chairman to assist the chairperson in the efforts of the ministry. The Vice Chairman shall preside over the Deacons' meetings in the absence of the Deacon's Ministry leader. The deacons shall be organized as a ministry, elect officers to serve, these officers consist of the following positions:

➤ **Deacon Chairman**

Chosen by the Senior Pastor, this person serves as the motivational and organizational leader of the deacon ministry. His duties include, but are not limited to the following:

- Plans and conducts all meetings of the Deacons Ministry.
- Leads the deacons in becoming an effective ministry team and assist the Pastor with membership responsibilities.
- Lead by providing deacons with adequate training and resources for doing their work. • Act as a liaison between the deacons and other church ministries.
- Work closely with the Senior Pastor and Church Staff to facilitate an effective ministry partnership.
- Report regularly to the church on the work of the deacons.
- The Chairman shall serve no more than three (3) consecutive years.
- Work with Deacon Vice-Chairman to identify deacon committees.

➤ **Deacon Vice-Chairman**

The Chairman of the Deacon Ministry selects the Vice-Chairman. Duties include, but are not limited to the following:

- Conduct Deacons' meetings in the absence of the chairperson.
- Assist the chairperson in planning and executing his responsibilities.
- Assist the chairperson in developing ministry plans.
- Collaborate with the Deacon Chairman to identify deacon committees.

➤ **Deacon Secretary**

Selected by the Chairman and Vice Chairman of the Deacon Ministry, the duties of the Secretary include, but are not limited to the following:

- Keep accurate minutes of deacons' meetings and records of deacon ministries
- Collaborate with the New Members Committee and the Membership Care Services Director in maintaining membership records, records of deacon membership rotation and deacon ministry reports in coordination with the Church Secretary.
- Prepare official correspondence for the Deacon Ministry.

Interim Pastoral Leadership

In the event of resignation or termination, of the Senior Pastor, the Chairman of the Deacons Ministry, in consultation with the Vice Chairman of the Deacons Ministry, and Chairperson of the Trustee Board, will invite staff pastors, ministers or an interim pastor to carry out the pastoral duties, i.e., Ministry of the Word, Membership Care, pulpit management, staff management, etc., until the return or selection of a new Senior Pastor.

Church Staff

The Senior Pastor shall hire such staff members as the Church shall need. All staff members report to the Senior Pastor. All affairs of the church staff are referenced in the SBC Employee Handbook, which shall be reviewed annually by the Board of Trustees. All staff must sign and adhere to the Employee Handbook, Code of Christian Conduct, Conflict of Interest Statement, and Harassment Policy annually.

Church Business Meetings Moderator

The Senior Pastor shall serve as the moderator of all church business meetings. In the absence of the Senior Pastor, the Chairman of the Deacons Ministry shall preside; or in the absence of both, the Vice Chairman of the Deacons Ministry shall call the church to order and preside. In the absence of a Senior Pastor, and when there is a need for unbiased leadership and/or advisory, the Deacons Ministry may request outside moderation. In addition, a parliamentarian shall be present.

ARTICLE III

Church Officers

The Senior Pastor appoints all church officers. If, for any reason, an officer is unable to serve, a letter of resignation may be presented to Senior Pastor.

Church Clerk

The Church Clerk shall maintain records of the actions of the Church, including minutes of all business meetings. He or She will initiate a notice of all meetings where such is required by the Church constitution.

Assistant Church Clerk

The Assistant Church Clerk shall be responsible for performing all the duties of the Church Clerk in his/her absence. The Clerk may also deem it necessary to delegate certain duties to the Assistant Church Clerk.

ARTICLE IV

Pastoral Selection and Termination

Senior Pastor Selection

In the event of termination or resignation of the Senior Pastor, the Chair of the Deacon Ministry, Chairperson of the Board of Trustees, and Vice Chair of the Deacons Ministry shall present to the church body a group of individuals made up of two Deacons, two members of the Board of Trustees, and five lay members, who shall serve as the Pastoral Selection Committee. The Church shall authorize them to seek out a Senior Pastor, and its recommendation will constitute a nomination.

The Pastoral Selection Committee shall present to the Church the process by which a pastor shall be chosen. The selection of a new Senior Pastor shall be by an affirmative vote of two-thirds (2/3) of those present who meet the criteria of having voting rights as stated in Article I, Section (4), shall constitute the official selection of a Pastor.

Pastoral Termination

The Deacons Ministry in conjunction with the Board of Trustees may act to recommend terminating the services of the Senior Pastor with cause. The Senior Pastor is excluded from attending the meeting of the Deacons and Board of Trustees called to consider the termination of the Senior Pastor and shall have no right to vote at such meeting. The Chairman of the Deacons Ministry will preside over the meeting. Upon a majority vote of the Deacons and Board of Trustees, the Chairman of the Deacons Ministry is authorized to present to the church the consideration of termination of the Senior Pastor. A *two-thirds ($\frac{2}{3}$) vote of those present, who have voting rights as stated in Article I, Section (4), can bring the action of the termination of the Senior Pastor to pass.

***Amended and ratified on July 26, 2022, during the SBC business meeting**

ARTICLE V

Church Meetings

Worship Service

The church shall meet each Sunday morning and Wednesday for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor.

Special Service

All services and ministry activities that are essential to the promotion of the objectives of the church shall be placed on the church calendar at the discretion of the church Calendar Review Committee.

Regular/Special Business Meetings

Regular Business Meetings shall be held bi-annually on a designated date. A one-week notice to members delineating the date, time, and location of meeting must be given for a business meeting. A petition bearing the signatures of 125 members may be submitted to add an agenda item.

The Senior Pastor may call special meetings and/or by petition bearing the signatures of 125 members to consider matters of significant nature. A seven-day notice to members delineating the date, time, and location of the meeting must be given for a called business meeting. Considering the nature of the business meeting, the Deacons Ministry may choose to use a roster to validate membership. (Article I, Section 4)

Quorum

A Quorum shall consist of those who attend the business meeting if the Senior Pastor duly call the meeting.

Parliamentary Rules

Our church shall hold the biblical principles and practices as the highest standard of discipline of procedure for all business meetings of the church. **Robert's Rules of Order (Revised)** shall be the secondary consideration of procedure for all business meetings of Second Baptist Church. Robert's Rules of Order can be found on digital media.

ARTICLE VI

Church Committees

The church reserves the right to appoint committees for dedicated events and purposes. The committee is terminated upon completion of the committee's obligation.

Finance Committee

The Finance Committee shall be responsible for all monies collected. The Finance Committee shall consist of the Treasurer of the Trustee Board, Business Operations Manager, appointed Church Accounting staff and selected volunteers. All members of the Finance Committee are required to maintain strict confidentiality of all members' contributions. A breach of confidentiality by any member of the Finance Committee shall result in exclusion from the Finance Committee.

Audit Committee

The Audit Committee assists the Board of Trustees in its general oversight of the Church's accounting and financial reporting processes, audits of the financial statements, internal control, and audit functions.

Constitution Review Committee

The Senior Pastor, or Chair of the Deacons ministry in the absences of a Senior Pastor, shall appoint the members of the Constitution Review Committee. The committee shall be comprised of two Deacons, two Trustees, and five lay members and shall meet every two years.

ARTICLE VII

Church Finances

Church Budget

An annual budget will be presented by the Board of Trustees and voted on by the church. A biannual budget report shall be given to the church to those members present at the Bi-Annual Business Meeting.

Calendar Year

The church will use the calendar year as a basis for accounting. All year-end proceedings will begin the fourth quarter of the fiscal year so that adequate preparations can be made to begin the next fiscal year.

Church Audits

The Board of Trustees must review both internal and external audits. **Internal** audits may be conducted annually. **External** audits will be conducted every three (3) years by an outside accounting firm.

ARTICLE VIII

Amendments

Amendments to this constitution and bylaws may be presented at any business meeting of the church; provided the proposed amendment be available to each member and written copies are available upon request. Amendments to the constitution shall be by two-thirds ($\frac{2}{3}$) vote of all members of the church present and entitled to vote.

ARTICLE IX

Ministries

To maintain a high standard of leadership within our church, all appointed and elected leaders are selected and asked to maintain the following criteria:

- Must exhibit the characteristics and traits of a Christian.
- Shall be a member in good faith with the Second Baptist Church.
- Attends Sunday Morning Worship Services regularly.
- Actively involved in the church.
- Attends Christian educational classes at the church to include but not limited to Sunday school/Bible study.
- Faithfully contribute/tithe to this local Body of Christ
- Willing to follow and assist with the vision of the church.

General

All church ministry leaders shall be recommended by Senior Pastor and affirmed by the Church unless otherwise indicated. Ministry Leaders shall serve no more than one, two-year (2) term unless requested to do another term by the Senior Pastor. Ministries and their responsibilities are documented in the SBC Standard Operating Procedures.

All Ministries are divided into one of eight Departments:

- Worship
- Fellowship
- Discipleship
- Youth/Young Adult
- Children
- Outreach
- Administrative Staff

ARTICLE X

Indemnification

The Church shall indemnify the Senior Pastor, Deacons, Board of Trustee members, or Staff for expenses and costs (including reasonable attorney's fees) actually and necessarily incurred in connection with any claim asserted against such person, by action in court, or otherwise by reason of said person's being or having been the Senior Pastor, Deacons, Board of Trustee members or Staff, except in relation to matters as to which said person shall have been adjudged guilty of gross negligence or intentional misconduct with respect to the matter in which indemnity is sought; provided, however the indemnification provided for in this section shall be subject to any applicable statutory restrictions.

The Church, by resolution of the Board of Trustee adopted by a majority of its members, may, under comparable terms and limitations, indemnify employees and agents of the Church with respect to activities within the scope of their service.